

# BRISTOL HISTORIC DISTRICT COMMISSION

## RULES OF PROCEDURE ADMINISTRATIVE REVIEW AND APPROVAL AUTHORITY

Adopted April 1, 2010

The Bristol Historic District Commission hereby delegates to its staff the authority to review the following projects, without a public hearing, and to issue a Certificate of Appropriateness provided the following conditions are met:

- 1) The Application is for in-kind replacements and repairs, using identical materials in a configuration that exactly matches the existing design. This condition applies to the following activities:
  - a) Roofing (roof materials only);
  - b) Common siding materials (clapboards and shingles) provided, however, that no more than 25% of the total siding materials on the structure are being replaced. Applications requesting more than 25% replacement shall be reviewed and acted upon by the full HDC at a public hearing.
  - c) Fences not located on a street frontage;
  - d) Driveways;
  - e) Porch decking (not including any associated work on railings, posts, or columns);
  - f) Stair treads and risers (not including any associated work on railings, posts, or columns).
- 2) the Application is complete, containing all required information for thorough review, and
- 3) the work proposed in the Application conforms to the Secretary of the Interior's Standards for Rehabilitation and other adopted BHDC standards and guidelines, and
- 4) the Application is reviewed by the Chairman of the Bristol Historic District Commission, who concurs with the staff opinion that it meets the criteria for granting a Certificate of Appropriateness.

Notwithstanding the foregoing authority, the HDC staff shall have the authority to not exercise this delegation, and to refer any application, including for work that may meet these conditions, for review by the full HDC at a public hearing.